

HR Weekly Podcast

June 11, 2008

Today is June 11, 2008, and welcome to the HR Weekly Podcast from the State Office of Human Resources. This week's topic concerns questionnaires that need to be completed for the SCEIS HR/Payroll Project.

The SCEIS HR/Payroll Project Team has completed its analysis and validation of the State's current human resources and payroll business processes. As explained during the recent Project Kickoff Meeting held May 22, 2008, the Project Team will soon begin hosting "Blueprint" workshops to gather additional requirements and information from the HR community that will serve as the foundation for the design of the new system.

To prepare for these workshops, the Project Team has developed five questionnaires to gather the information needed to move forward with this phase of the project. Each questionnaire should be completed by the individual in the agency who has hands-on experience and expertise in each of the following subject areas:

- Personnel Administration
- Organizational Management
- Payroll
- Time Management - Time Business Rules
- Time Management - Time Balances

Each agency should submit only one response for each questionnaire.

The agency responses to these questionnaires will assist the Project Team in identifying, defining, and documenting the processes that may be performed going forward. Because the responses to each questionnaire will be analyzed before the start of each workshop, please submit responses to the questionnaires by June 20, 2008. To access the questionnaires, please go to the SCEIS website at www.sceis.sc.gov and then click on Human Resources Development in the upper left portion of that webpage.

The goal of collecting this information is to make the most efficient use of time at the workshops. If you have any questions, please do not hesitate to contact the SCEIS HR/Payroll Project Lead Jennifer Lauer by email at Jennifer.Lauer@sceis.sc.gov or phone at 803-734-8028. In addition, each individual questionnaire identifies the appropriate SCEIS HR/Payroll Project team member who can respond to questions.

Thank you.